

**Town of Westford  
Parks & Recreation Commission Minutes  
January 8th, 2007  
Millenium Administrative Building  
7:00 P.M.**

The following are the minutes of the January 8, 2007 Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

**Commissioners Present:** Colleen Barisano, Kacy Caviston, Wayne D'Agostino, Ken Hanly, John McNamara, Carolyn Metcalf

**Staff Present:** Sandra Habe, Assistant Director

**I. Approval of Agenda (Open the meeting at 7:35 p.m.)**

Carolyn motioned to approve the agenda. John seconded it. Motion passed unanimously. Agenda was approved at 7:35 p.m.

**II. Approval of Meeting Minutes – December 11, 2006**

Carolyn motioned to approve the December 11, 2006 minutes. John seconded the motion. All agreed.

**III. Projects/Tasks**

**A. East Boston Camps –**

- a. Master Plan Committee Meeting – Public meeting on Thursday, February 1, 2007. The February 1, 2007 meeting is the follow up meeting to the first public meeting that was held last fall. The purpose of the meeting is to gain further input to the use of the EBC property. The RFP has not been officially distributed, although Sandra was advised that it had been written in manner that the Parks & Recreation Department could not meet the requirements. MaryEllen requested that the commission give her direction as to their recommendation for the care, custody and control of the property.

The commission feels strongly that the town purchased the property for the town's people to benefit from the ownership of the property. The town should have the opportunity for public use and access to the property throughout the year. The commission is interested in offering environmental programs and conservation minded measures for the maintenance of the property.

There are many options as to what department has care, custody and control of the property. The control may be given to one department or entity and the care and custody to another.

The commission agreed that their first choice for care, custody and control would be as follows: The custody would remain with the Board of Selectman and the custody and control would be with the Parks & Recreation Department.

The commission's second choice is for the Board of Selectman to retain custody and share the control and care with the Conservation Commission.

#### **b. Parks & Recreation – Nutting Road**

**i. Wetlands flagging** – The Conservation Commission met on Wednesday, December 13 at 8:05 to review the ANRAD (Abbreviated Notice of Resource Area Delineation). Approval is good for 3 to 5 years. It's an important step in the process because it shows the flagging of wetlands. Bill Turner walked as it was being flagged and agrees.

Sandra attended the meeting at Rogers Fire station. The next step is for the commission to lay out the fields.

There is room for two full-sized fields and a small field with parking. We hope that the two full-sized fields will be in-filled turf. The natural topography lends itself to a conservative design.

**ii. Field Development Plan** – Wayne will speak with John Amato about developing a site plan and field design. There is \$5,000 available for design.

**iii. Neighborhood meeting** – we will set a new meeting once we have a preliminary design.

**iv. Booster's/fundraising** – Pat is working with Gus Bickford, Bob Connolly and the sports organizations. Westford Youth Soccer, lacrosse and other organizations will most likely help with fundraising.

**v. ANRAD (Kacy)** – filed and approved. This item may be removed from the agenda

#### **B. Facilities**

**a. Old Highway Garage** – no new info.

**b. VMC (Veterans Memorial Complex)** – Carolyn paid \$186.00 for the abutter list. The filing fee (\$1000) should be waived, maybe Norman Khumalo, Asst. Town Manager will help with this if there is a problem. There is a planning board meeting on February 5 where the project should be approved. There is a fundraising dance on January 20<sup>th</sup> for the tennis courts. The new building inspector is very strict, he even required the Eagle Scout to get a building permit with a stamped engineering design for wind shear on the design.

**C. Properties –**

- a. Lavallee – Talk about this with Pat when she gets back. We would like to have a complex at this parcel. The commission would like to seek care, custody and control of this property.
- b. Tech Park West – no new.

**D. American Legion -**

Baseball is looking for sponsors for signs. The signs would be vinyl sheets with grommets. The signs are taken up and down with each game. Now baseball would like to leave the signs up permanently and get more money for sponsorships. Pat needs to get information that she has to Kacy.

The new score board will be sponsored.

The Board of Selectman must approve permanent signs.

Remove this item from the agenda.

**D. Marketing – American Legion signs on fields**

Kacy brought up an issue with signs – that dogs are not allowed off leash. There is a leash law in the town of Westford – it is a town by-law. The commission would like signs posted at the fields stating the town by-law regarding dogs. Kacy is also interested in pursuing a pooper-scooper law.

**F. Credit Card – no new info**

**G. Town wide Coaches rules policy. Remove from the agenda.**

**IV. Reports/Updates**

- A. Programs -** Are going well. We are working with the school department and their staff to allow us greater access to the computers.

**Budgets –** The commission would like to place a line item for refurbishing the Frost Field. Add to the grounds portion of the agenda. The commission encourages the Parks & Recreation Department to ask for money in every aspect of maintenance and field development.

**B. Fields/Parks:**

- a. Grounds – add the Frost field to the agenda.
- b. Structures – no new information
- c. Fencing – no new information
- d. Parking – American Legion parking needs to be addressed for this spring, the commission wants to the department to ask for money.

**V. Old Business**

- A. **CPC Representative** – Colleen is not able to take this position. Ken Henly will be the representative. Colleen will fill in for him if Ken is out of town. Other members of the committee include Ingrid Nilson, Tootie Healy, Bob Shaffer, Andrea Peraner-Sweet, Ken Shapiro... Ken will speak with MaryEllen about the committee. The next meeting is Tuesday, January 30 at 7:00 pm.
- B. **Eagle Article** – Wayne asked for Lois to write an article about the new commissioners and that we have an opening for another member.

**VI. New Business**

- A. **Special Town Vote** – January 9, 2007  
To rescind vote for Graniteville woods because appraisal came in much lower so the Selectman want to rescind.
- B. **Sports Organization Meeting** – we need to have another meeting. We can talk about the Nutting Road fields and the opening on the CPC meeting.  
Pat is recommending that the commission move to a set per person fee. She feels this will be easier for the sports organizations to budget for each season.

**VII. Next Meeting Date**

Next Meeting Date: February 5th start 7:15 pm

**VIII. Adjournment**

Kacy motioned to adjourn at 8:35 p.m. John seconded the motion. Agreed unanimously.